



City of Burbank – Community Development Department

BUILDING DIVISION

Residential Cool Roof Pilot Program

Request for Refund of Roof Permit Fee

Permit No.

BS _____

Completed request forms and documentation must be submitted to the Building Division between April 1, 2011, and September 30, 2013. The permit shall be finalized no later than Monday, September 30, 2013. Documentation shall include purchase receipts or invoices clearly indicating that a shingle with a minimum Solar Reflectance value of 0.25 was purchased for installation at the project address. Installation of the qualifying shingle will be verified during the Final Building Permit inspection. A refund check will be mailed within 30 days of this refund request to the applicant who paid the permit fee. Property owners requesting a refund of fees that were paid to Building Division by the contractor shall submit a letter from the contractor stating that the refund check may be issued to the property owner.

PROJECT ADDRESS:

NAME OF APPLICANT:

APPLICANT'S STREET ADDRESS:

CITY/ STATE/ ZIP:

PHONE:

EMAIL

IN ORDER TO OBTAIN A REFUND OF THE DEPOSIT, PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. COPY OF PERMIT
2. DATE OF FINAL INSPECTION APPROVAL
3. ATTACH COPIES OF RECEIPTS OR INVOICES SHOWING THAT THE QUALIFYING SHINGLE WITH MINIMUM SOLAR REFLECTANCE OF 0.25 WAS PURCHASED FOR AND INSTALLED AT THE PROJECT ADDRESS.
4. IF HOMEOWNER IS REQUESTING THE REFUND BUT THE CONTRACTOR MADE A CHECK OR CREDIT CARD PAYMENT TO BUILDING DIVISION FOR PERMIT FEES, PLEASE INCLUDE A LETTER FROM THE CONTRACTOR STATING THAT THEY ARE WAIVING ANY CLAIM TO FEE REFUND.

CERTIFICATION

I HEREBY DECLARE THAT THE INFORMATION STATED ABOVE IS TRUE AND THAT I HAVE COMPLIED WITH THE REQUIREMENTS OF THE RESIDENTIAL COOL ROOF PERMIT REFUND PILOT PROGRAM:

DATE:

**SIGNATURE OF
APPLICANT:**